**PRODUCTION SCHEDULE**

**Event Name**

**Event Date**

**Contacts**

*Contact details of everyone involved in the event including event management team, audio visual supplier, technicians, venue staff, florists, venue dressers, transport companies, printers, signage companies, presenters, bands, speakers, crew, caterers, insurers etc.*

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| --- | --- | --- | --- | --- |
| Name | Company | Role | E-mail | Mobile |
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**Transport**

*Details of all vehicles that will be used as part of the event. Include vehicles used by other suppliers and subcontractors.*

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| --- | --- | --- | --- | --- |
| Driver & Passenger Names | Vehicle Reg | Vehicle Type | Vehicle Supplier / Hire Company | Details of Parking Arrange |
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**Accommodation**

*Details of any accommodation booked.*

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| --- | --- | --- | --- |
| Room Type | Hotel Name & Address | Names of Guests | Booking Reference |
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**Venue Information**

*Create one page for each venue or room in the venue*

**Venue Description e.g. Main Venue**

**Site Address:** Address of venue

**Meeting Point Production:** Where should suppliers go when they arrive on site

**Meeting Point Guests:** Where should guests go when they arrive

*Create a section for each room being used at the venue*

**Suite:** Suite Name

**Power:** Detail what power is available and where in the room

**Height(s):** Heights at different points in the room

**Load in:** What is access to the room like? Is there a lift (if so what size)? Are there steps? If so how many?

**Parking:** Where can people park (suppliers & guests)

**Production Catering:** What catering, if any, has been arranged for suppliers and when

**First Aid:** Who is providing first aid and where should people who need first aid go?

**General Supplier Information**

**Dress Code Load In:** What is the dress code for suppliers delivering and setting up?

**Dress Code Show:** What is the dress code for suppliers during the event?

**PPE:** What personal protective equipment is required for suppliers working at the venue?

**Schedule**

*Include details of who arrives on site when, what times each supplier can set up and derig, times of the event, note if someone needs to collect something from somewhere else etc. The more detail the better*

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| --- | --- | --- | --- |
| Date / Time | Action | Notes | Who |
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**AV Cue List**

*Help your AV team to do the best job that they can by giving them all of the information that they need.*

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| --- | --- | --- | --- | --- | --- | --- |
| Time | Cue | Lighting | Sound | Slide | Video | Stage Manager |
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**Site Briefing**

*Include key information that might be helpful for the venue and suppliers.*

**General Information**Type of event.
Anticipated attendance.
Details of previous events that we have done for the same client.
Any particular problems anticipated today.
Details of any TV or radio coverage.
Possible adverse weather conditions
Official visitors / VIPs
Catering provision

**Health & Safety Arrangements**
Medical / first aid arrangements
Emergency exits / evacuation procedure
PPE – Safety boots, hard hats, hi-viz
Talk through the build schedule / method statementNotifying incidents

**Communication**Event command structure
Hand out radios
Radio etiquette

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